# Start of Environmental SP Process

## **AGENDA**

- 1. OnBase General Review
- 2. Navigate through the EnvWO, Phases, Documents.
- 3. Submit Preliminary ERR
- 4. Submit Final ERR

Owner: ESP

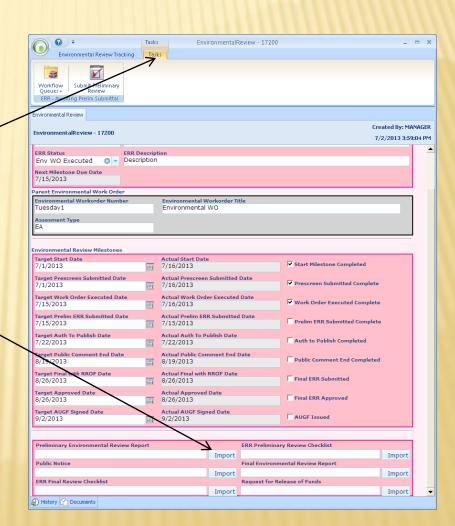
#### ESP - SUBMIT PRELIMINARY ERR

Once the EnvWo is executed, the ESP will receive an email notification with the NTP. At this point the ESP can begin work. The WF has a 60 day timer that will go off and send notifications to the team if 60 days pass and no ERR has been submitted.

The ESP can access his EnvWO and associated ERRs at any time. When the ESP is ready to submit an ERR, the ESP will go to the appropriate ERR.

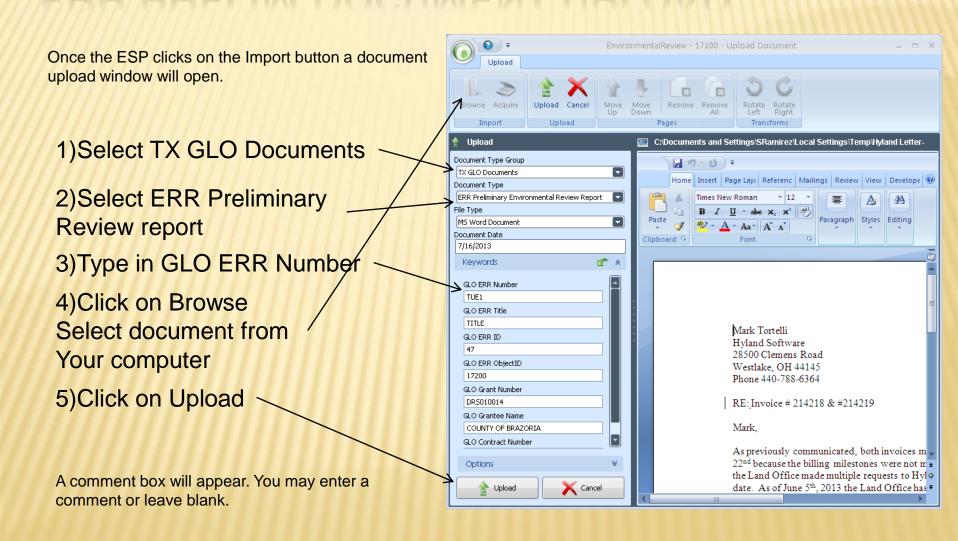
1)Click on tasks

2) Click on Preliminary ERR Import



Owner: ESP

#### ERR PRELIM DOCUMENT UPLOAD



Owner: ESP

# SUBMIT ERR

Once the ESP clicks on upload, the window disappears. ESP will go back to the ERR Object and submit ERR.

1)Click on Submit Preliminary Review

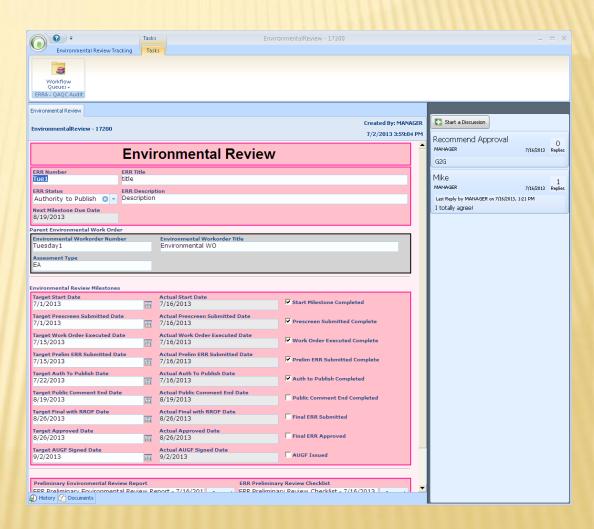
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# End of EnvSP Premilinary Submittal

Owner: EnvTM

#### **AUTHORITY TO PUBLISH**

Once the Preliminary ERR is approved by the GLO the ESP will receive a notification. The next milestone is the Authority to Publish. The GA/ESP will follow the publish process and upload the public notice on OnBase. The system will set a timer with the appropriate amount of time for the public comment period. Once that period ends, the ESP can submit the final ERR.



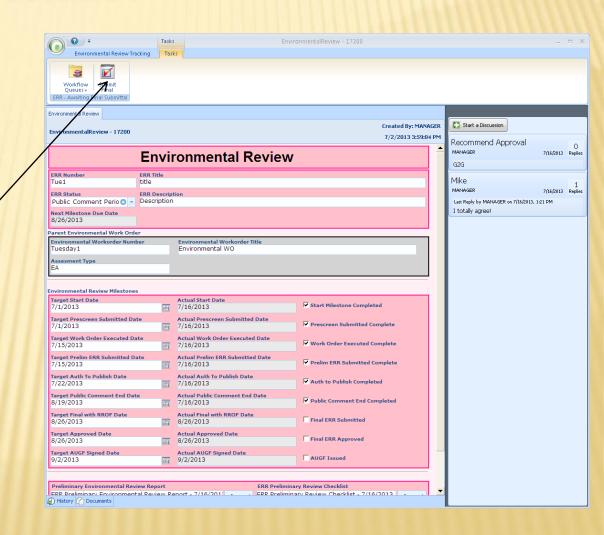
#### FINAL ERR SUBMITTAL

Once the ESP is ready to submit the final ERR. The ESP will upload the Final ERR Report and the RROF. As per the Upload document procedure.

Once the documents are uploaded the ESP can click on the Submit Final button.

#### 1)Submit Final

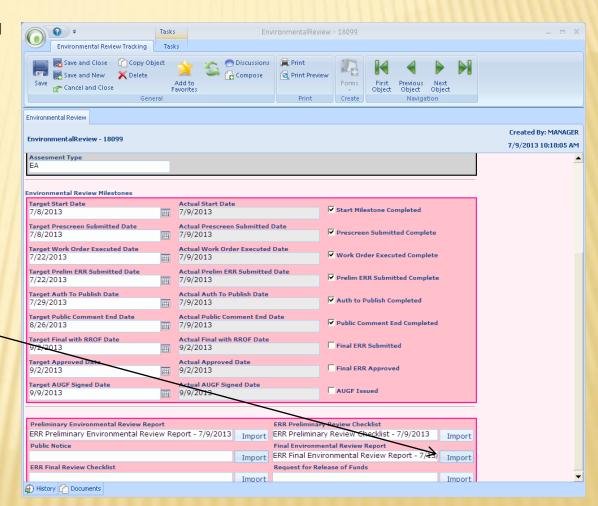
This action moves the ERR for review by the Internal environmental team.



### ERR FINAL SUBMITTAL

Once the ESP is ready to submit the final ERR, the ESP will go to the appropriate ERR and upload the Final ERR.

1)Click on Final ERR Import Button



Owner: ESP

#### FINAL ERR SUBMITTAL DOCS

Options

Upload

Upon clicking of the Import button the Upload Doc EnvironmentalReview - 18099 - Upload Document window opens. You need to submit the final ERR report and the RROF Upload C:\Documents and Settings\SRamirez\Local Settings\Temp\Hyland Letter-copy.docx ocument Type Group J 49 - U ) ₹ 1)Select TX GLO TX GLO Documents Developer ocument Type **Documents** ERR Final Environmental Review Report Quick Change Editing MS Word Document Document Date 2)Select ERR Final Clipboard 👨 Styles **★** Keywords **Env Review Report** GLO ERR Number 18099 **J**GLO ERR Title 3)Type ERR Number Mark Tortelli GLO ERR ID Hyland Software 28500 Clemens Road 4) Click on Browse GLO ERR ObjectID Westlake, OH 44145 Phone 440-788-6364 GLO Grant Number RE: Invoice # 214218 & #214219 5) Select Doc from GLO Grantee Name Mark. Your computer GLO Contract Number As previously communicated, both invoices mentioned above were placed on hold Mar 22nd because the billing milestones were not met. Once the billing milestones were met.

X Cancel

7)Go to next slide

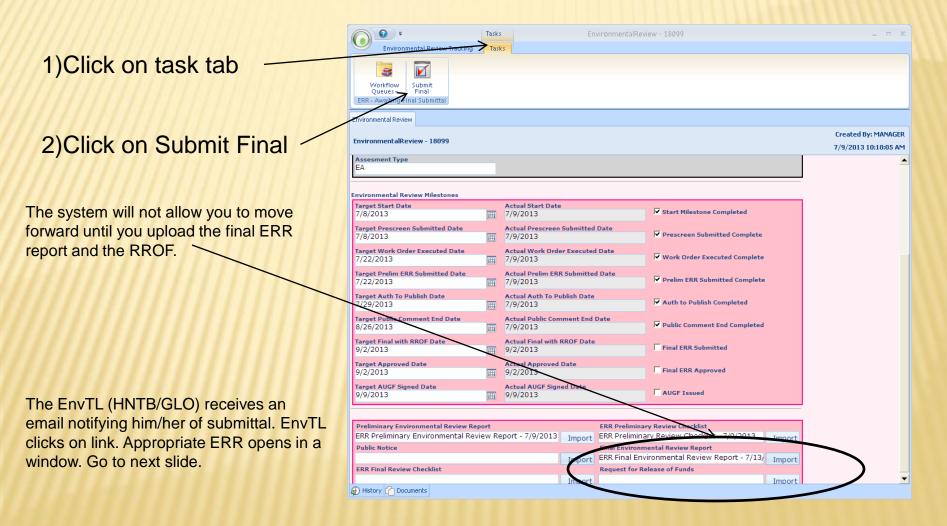
6)Click upload

Owner: ESP

the Land Office made multiple requests to Hyland to resubmit the invoices with a curre of

date. As of June 5th, 2013 the Land Office has not received updated invoices from

### FINAL ERR TASK SUBMITTAL



Owner: ESP

End of Final ERR Submittal Process.